

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

General Administration Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 - Revised Information – Published - Orders – Issued

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GENERAL ADMINISTRATION (OP.I) DEPARTMENT

G.O.Ms.No. 4284

Dated:27-8-2010

Read the following:

- 1.The Right to Information Act, 20-05, (Act No.22 of 2005 Central Act notification published in Gazettee of India (Extraordinary) vide notification No.25, dated 21-6-2005.
- 2.Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD dated 30-8-2005.
- 3.G.O.Ms.No.452, G.A.(OP.I)Deptt., dt.10-10-2005.
- 4.U.O.Note No.38321/RTIA/GPM&AR/08-2, G.A.(GPM&AR)Deptt., dt.20-11-2008.
- 5.G.O.Rt.No.203, G.A.(OP.I)Deptt., dt.29-4-2009.

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ORDER :

Whereas Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the revised information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation, and in pursuance of the orders issued in the reference 4th read above, in continuation of the orders issued in the ref. 5th read above the revised information excluding under Clauses ( ix ), ( x ) and ( xvi ) of 4 (1)(b) in respect of General Administration Department is herewith published as noted in the Annexures to this order. The said information shall be updated once in a year **as per clause 17 of 4(1) (b).**

3. Copy of this order is available on Internet and can be accessed at address <http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.M.GONELA  
PRL.SECRETARY TO GOVERNMENT(POLL.)

To

All Junior / Senior Officers in G.A.D.

All H.O.Ds. under the Admn. control of G.A.Department,

The G.A.(I & PR) Department.

The G.A.(GPM & AR) Department

Copy to All Sections in the Department (including S.C. Sections).

Copy to All Departments of Secretariat,

Copy to All Collectors & Dist. Magistrates.

Copy to P.S. to Secretary, A.P.Information Commission, HACA Bhavan,  
Nampally, Hyderabad.

Copy to P.S. to Prl.Secy.(Poll.)

Copy to P.S. to Prl.Secy.(Services.)

Copy to P.S. to C.S.

Copy to P.S. to Prl.Secy. to C.M.

Copy to P.Ss. to all Ministers.

SF/SC

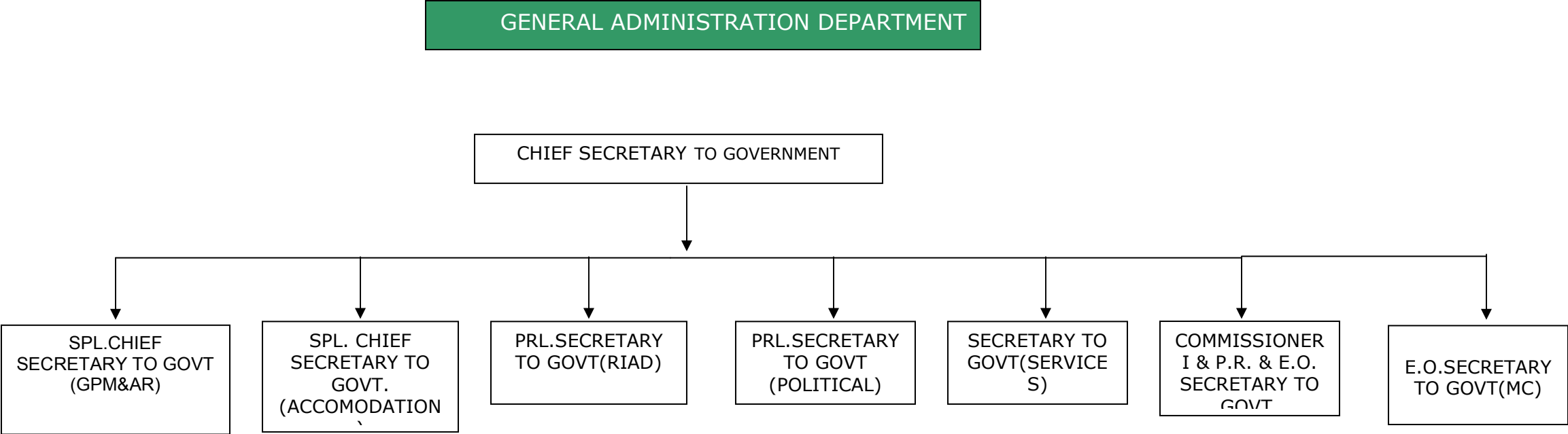
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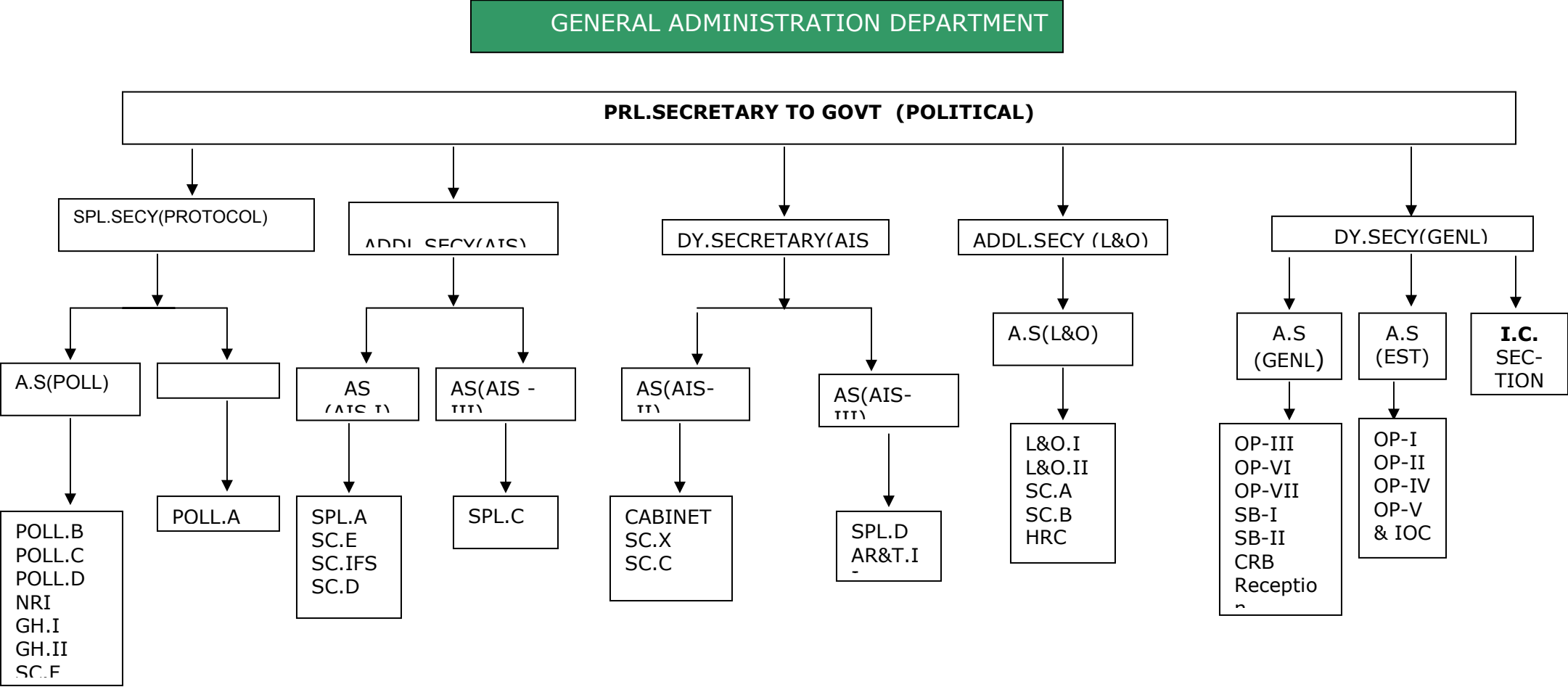
SECTION OFFICER.

**ANNEXURES**

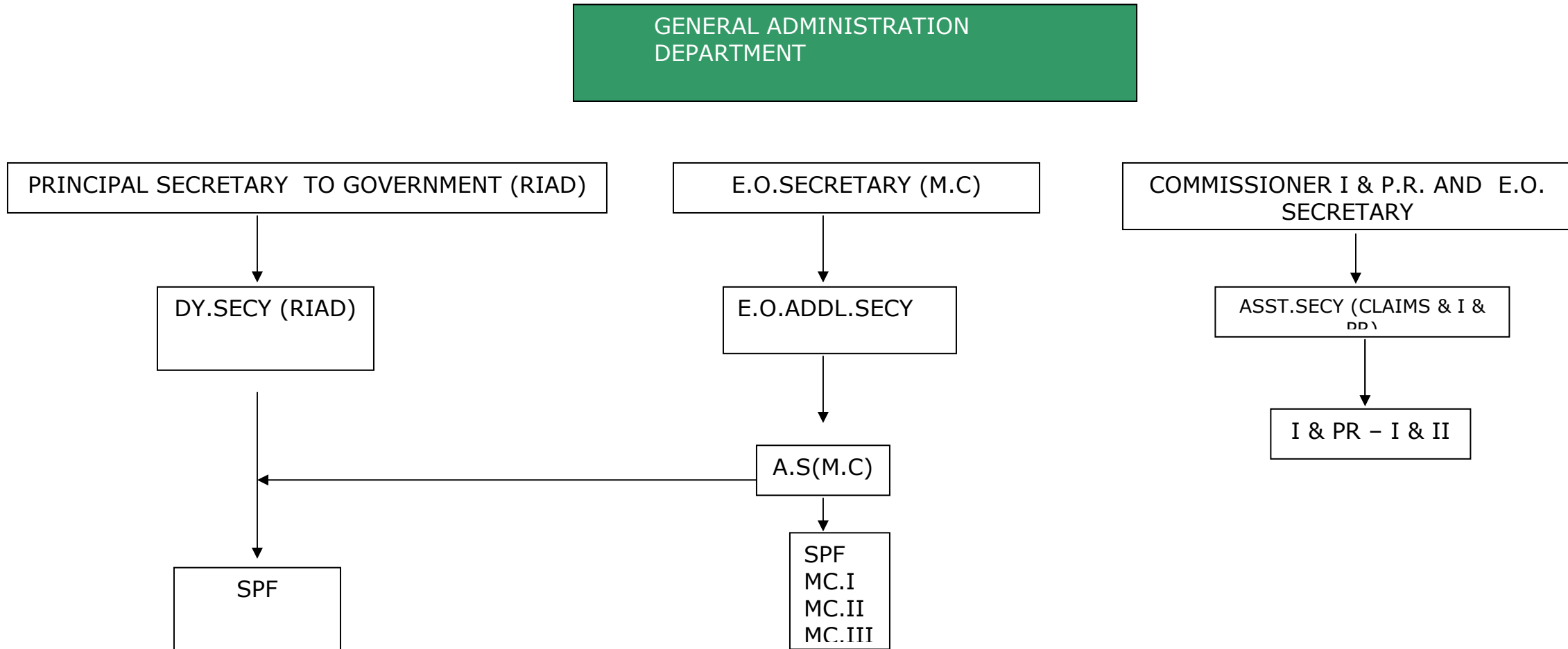
**ORGANIZATION, FUNCTIONS AND DUTIES**  
**Section 4(1)(b)(i)**

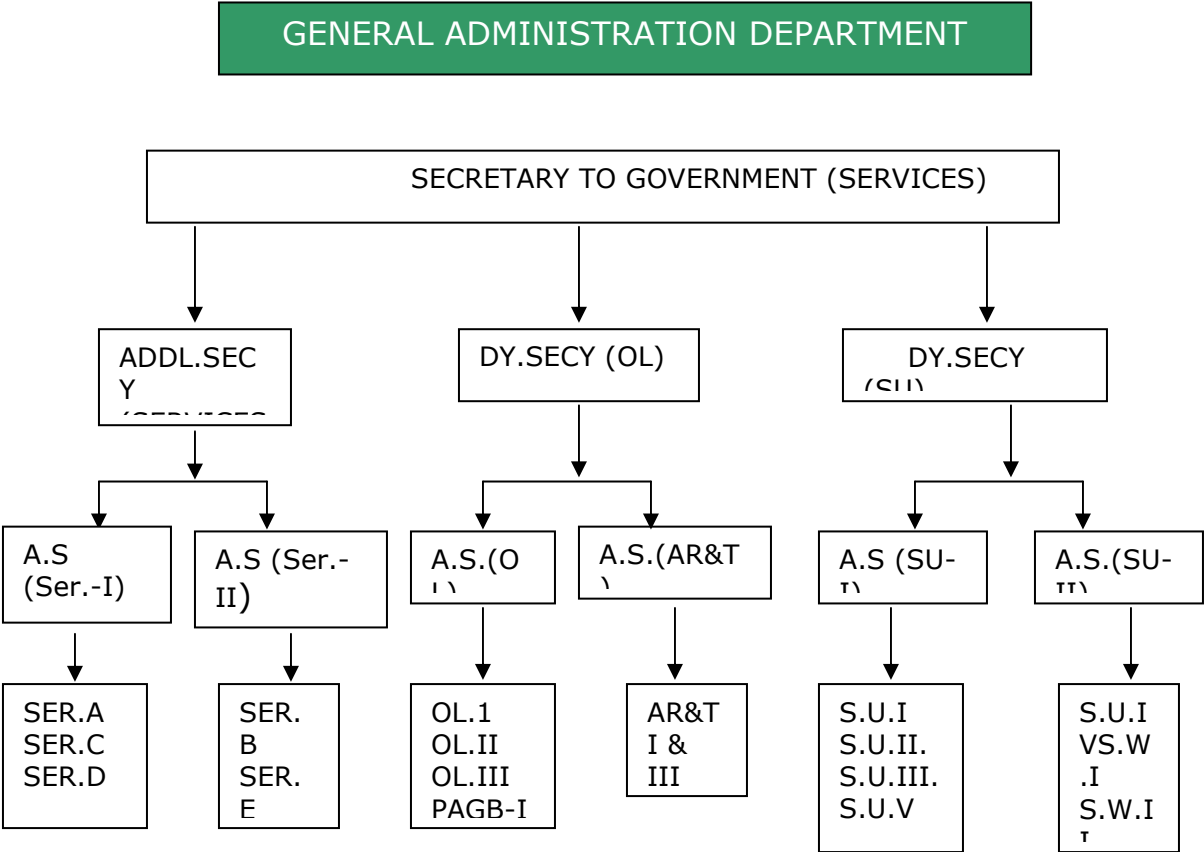
**ORGANIZATION**



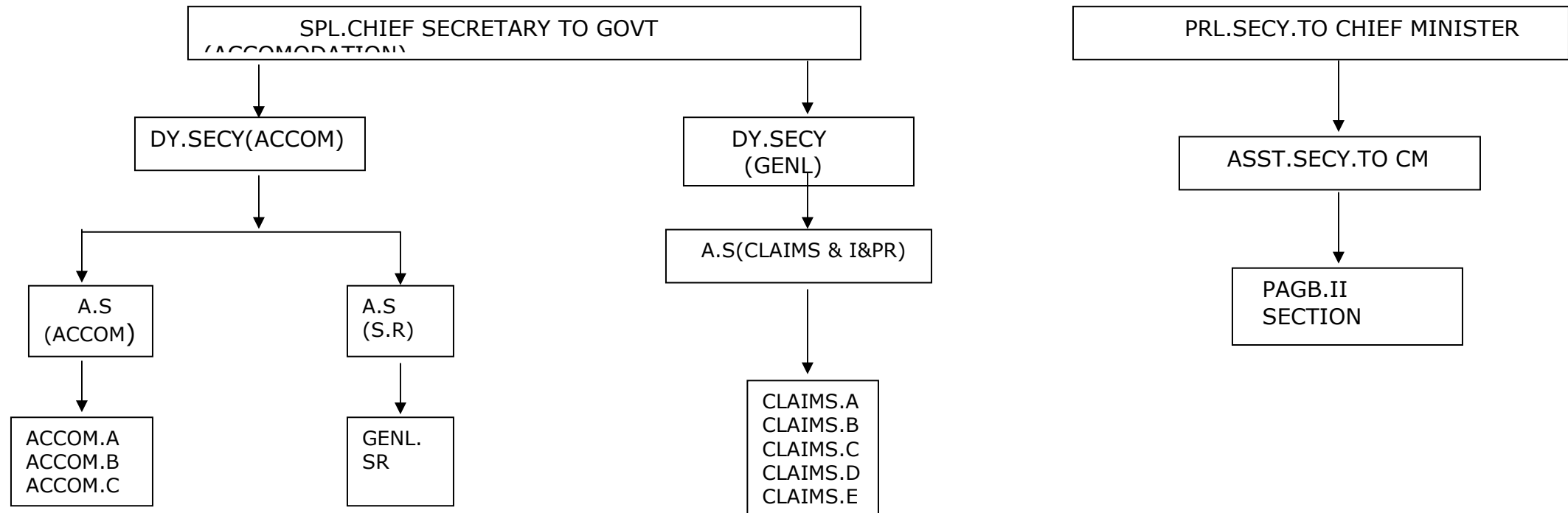


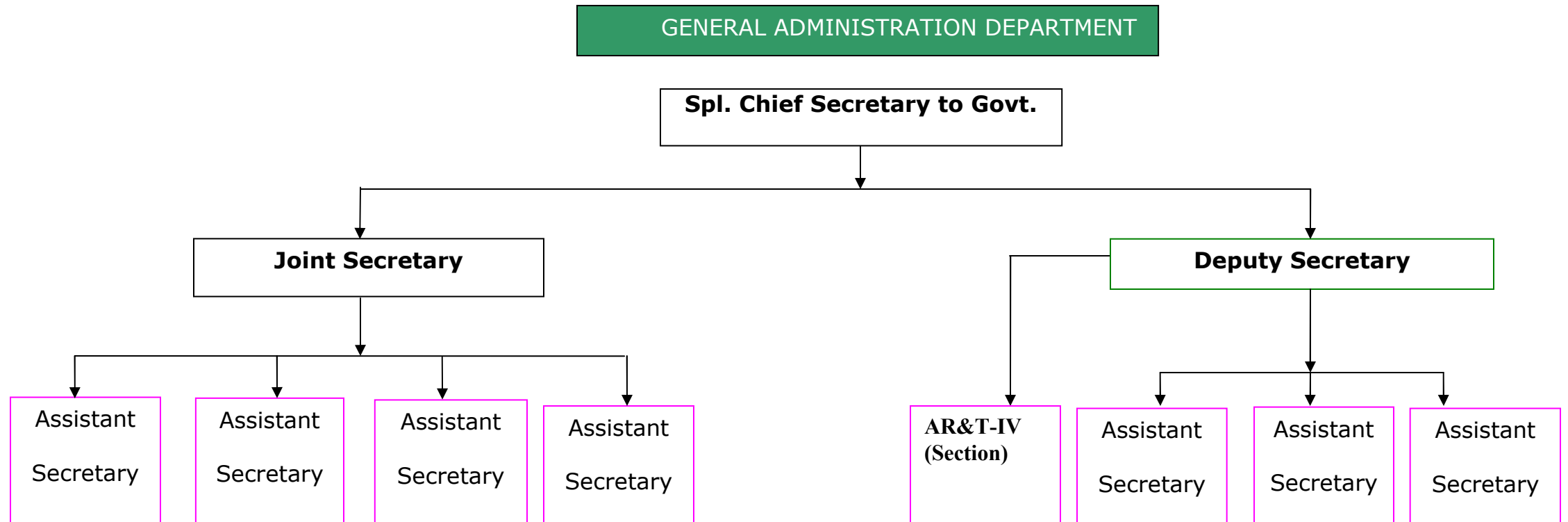
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GENERAL ADMINISTRATION DEPARTMENT





**FUNCTIONS & DUTIES**

Sl.No.	Name of the Organization	Address	Functions	Duties
1.	General Administration Department	'B', 'C' & 'D', 'H' South and 'J' Blocks, A.P. Secretariat, Hyderabad 500 022	The business transacted by the Department is as specified in the Ist Schedule under Rule 4 of A.P.Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the Constitution of India by the Governor of A.P.	Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions



## **POWERS, AND DUTIES OF OFFICERS AND EMPLOYEES**

### **Section 4(1)(b)(ii)**

#### **1.Chief Secretary to Government**

He is the Head of the State in the State Administration. He ensures implementation of all the policies and programmes and decisions of the Government.

#### **2.Principal Secretary to Government/Secretary to Government**

He is the Official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the Transaction of Business in the Department. He exercise general supervision and control over the staff under him and he is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of Business in the department. One or more Additional Secretary/Joint Secretary/Deputy Secretary and Assistant Secretaries of Government usually assist the Principal Secretary / Secretary to Government

#### **3.Additional Secretary to Government/Joint Secretary to Government / Deputy Secretary to Government**

The Additional Secretary to Government / Joint Secretary to Government / Deputy Secretary to Government occupies a positions almost identical with that of Principal Secretary / Secretary / to Government in regard to subject allotted to him and can send cases for orders direct to the Minister or to the Governor. He exercises also the functions of an Additional Secretary to Government. The Principal Secretary / Secretary to Government remains responsible for the subjects allotted to the Additional Secretary to Government / Joint Secretary to Government / Deputy Secretary to Government in the Department.

#### **4.Assistant Secretary to Government:**

The Assistant Secretary to Government exercise control over the Sections placed in his charge with regard with regard to dispatch of business and in regard to maintaining discipline in the Sections.

#### **5. Section Officer:**

The Section Officer is Incharge of a Section in the Department. Two Assistant Section Officers assist him. He is responsible all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.

#### **6. Assistant Section Officer:**

The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routing and mechanical nature such as maintaining the prescribed Registers, typing drafts, fair copying dispatching and indexing.

**7. Stenographers (P.S. to Secy. to Govt., / S.C. Steno / Sr. Steno / Jr. Steno):**

The Stenographers working as Private Secretaries to Principal Secretary / Secretary to Government renders assistance to the Officers. The Stenographers working as P.A. to Additional Secretary / Joint Secretary / Deputy Secretary renders assistance to the Officers and such other items of work as are entrusted to them.

**8. Record Assistant:** He maintains records in the Sections attached.

**9. Roneo Operator / Xerox Operator** : He will attend to the work of operating Roneo & Xerox Machines

**10. Data Analyst / Data Processing Officer / Data Entry Operator** : Working on outsourcing basis and attend to the Computer work i.e. Data entry and render assistance to the Officers / Sections as entrusted to them by the Officers.

**11. Office Subordinates:** He will attend to the work entrusted by the officers.

**12. Drivers** : Discharges duty as Drivers in the Department.

**13. Chowkidar** : Discharges the duty of Chowkidar.

**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,  
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

**Section 4 (1) (b) (iii)**

The procedure involved in decision making is by way of consulting the specialized Department in that field like, Finance, General Administration and Law Departments, circulate the file to the concerned Minister and Chief Minister, through Chief Secretary and placing the matter before the State Council of Ministers and A.P. Legislature wherever necessary. The decision will be implemented by the respective Secretaries of the Department the business will be disposed by the concerned as per the delegation of powers.

**NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS:**  
**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND**  
**RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS**  
**EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :**  
**Section 4(1)(b)(iv)&(v)**

THE DEPARTMENT FOLLOWS RULES, REGULATIONS AND INSTRUCTIONS IN THE FOLLOWING ACTS / RULES / MANUALS ETC. :

**1) Secretariat Office Manual**

- 2) Fundamental Rules,
- 3) A.P. Civil Services (Classification, Control and Appeal) Rules, 1991,
- 4) The Andhra Pradesh Civil Services (Conduct) Rules, 1964,
- 5) The Andhra Pradesh State and Subordinate Service Rules,
- 6) Rules for the Grant of Miscellaneous Loans and advances to Government Servants
- 7) The Andhra Pradesh Integrated Medical Attendance Rules, 1972,
- 8) The Andhra Pradesh Government Business Rules and Secretariat Instructions,
- 9) The Andhra Pradesh Secretariat Subordinate Service Rules,
- 10) State Civil Services (Safeguarding of National Security) Rules
- 11) State Civil Services (War Service Personnel) Recruitment Rules
- 12) The Andhra Pradesh Ministerial Service Rules,
- 13) The Andhra Pradesh Last Grade Service Rules
- 14) The Andhra Pradesh General Provident Fund Rules
- 15) The Andhra Pradesh Employees Group Insurance Rules
- 16) The Andhra Pradesh Government Life Insurance Rules,
- 17) A.P. Allotment of Government Quarters Rules, 1973
- 18) All India Service Rules,
- 19) A.P. Travelling Allowance Rules including L.T.C
- 20) A.P. Special Commissioner Establishment and A.P. Govt. Guests House, New Delhi Service Rules, 1993
- 21) Petition Rules
- 22) A.P. Residential Commissioner Establishment and A.P. Government Guest House, New Delhi Subordinate Service rules, 2001,
- 23) Protocol Manual, 1966
- 24) Rules governing the provision of accommodation to guests at A.P. Guest House at New Delhi
- 25) Indian Air Craft Manual (Compilation of the Legislation and rules governing Civil Aviation in India)
- 26) A.P. Buildings (Lease, Rent and Eviction) Control Act, 1960 Admission of.
- 27) The Hyderabad Houses (Rent, eviction and Lease) Control Act, 1954 Admission of.
- 28) A.P. Requisitioning of Buildings Act, 1954 Admission of.
- 29) The Conservation of foreign Exchange and Prevention of smuggling Activities Act, 1974
- 30) The Prevention of Black Marketing and Maintenance of Supplies of Essential Commodities Act, 1980,
- 31) The Prevention of Dangerous, Activities of Activities of Bootleggers, Dacoits, Drug offenders, goondas, immoral traffic offenders and land grabbers act, 1986
- 32) The Indian Explosives Act, 1884.
- 33) The Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974
- 34) The Andhra Pradesh Suppression of Disturbances Act, 1948

- 35) The A.P. Telangana and Public Security Measures Act,. 1951
- 36) Representation of People Act, 1951
- 37) The Andhra (Prevention of Speculation in Immovable Property) Act, 1954 Admission of.
- 38) A.P. Delimitation Commission
- 39) Holidays including those under the Negotiable Instruments Act
- 40) A.P. Lokayukta & Upalokayukta Act, 1983
- 41) The Andhra Pradesh payment of salaries and pension and removal of Disqualifications Act, 1953,
- 42) The Commissioner of Inquiries Act, 1952 (as amended by the Commissioner of Inquiry (Amendment) Act, 1971,
- 43) A.P Public Security Act, 1992,
- 44) The A.P.Preventive Detention Act
- 45) The National Security Act
- 46) Framing of Ad hoc Rules in respect of Temporary posts,
- 47) Govt.of India instructions for the long/short term training programmes, seminars, workshops funded by the Govt. of India/ foreign agency through Govt.of India
- 48) Rules governing allotment of transit type quarters at Kundan Bagh to Senior Officers as temporary accommodation
- 49) Rules governing the provision of accommodation to guests in Government Guest Houses at Hyderabad,
- 50) Guidelines on use of Jubilee Hall at Public Garden, Hyderabad.
- 51) Instructions on observance of courtesies in dealing with Members of Parliament and State Legislature
- 52) Instructions in regard to action to be taken in cases where Government servants are involved in misappropriation of Government money or convicted on criminal cases,
- 53) Instructions in regard to appointment of son/daughter/spouse of Government servants who die in harness while in service/retire on medical grounds
- 54) Instructions in regard to transfer of Government employees from one place to another,
- 55) Instructions in regard to General Office procedure,
- 56) Instructions in regard to appointment of sportsmen to public services under the State Government,
- 57) Instructions in regard to age concessions for appointment to public services under the State Government,
- 58) Instructions in regard to maintenance and security of personal files,  
The business of the Government shall be transacted in the Department as per the Business rules and in terms of the S.O.M. The required budget allocation will be obtained by placing necessary proposals to the Legislature through Finance Department for the various Schemes as may be decided by the Government that are sanctioned and that are to be taken up based on the priority for the benefit of the State and streamline the expenditure.

<b>1. OP.I:-</b>	
A.S.O-I:-	Establishment of non-cadre and other Officers including Assistant Secretaries working in General Admn. Dept. All types of Miscellaneous matters Distributions of Subjects in G.A.D., Institute of Admn. Training programmes, Medical Reimbursement/Educational concession to the Cadre Officers working in the Department and establishment of D.P.Os. DEO-cum-Asst. etc.
A.S.O-II:-	Establishment matters of Section Officers i.e. pay fixations, sanction of leave etc., and distribution of Loans & Advances among the Administrative Sections in Genl. Admn. Dept., sanction of Loans & Advances to the staff under the control of Genl.Admn.Dept.

<b>2. OP.II:-</b>	
A.S.O-I:-	Establishment matters of O.S.D./P.S./Addl.P.S./P.A. in the Peshies of all Ministers of State Govt. / Advisers to Govt., and other Cabinet status holders including the staff of CM's Office (i.e., temporary appointment & repatriation of staff in the Peshies of Ministers / Advisers to Govt., and other Cabinet status holders, CM's Office, sanction of leave (EL, CML & HPL), encashment of EL, sanction of increment, sanction of LTC and fixation of pay, GPF loans & part-final etc), Creation of Posts in the CMO / Min.Peshies. Contract / outsourcing/ outsider appointments in the peshies of Ministers / CMO
A.S.O-II:-	Establishment matters of Atenders/Jamedars/ Addl.Drivers in the Peshies of Ministers/ CMO (i.e temporary appointment & repatriation of staff in the peshies of Ministers / Advisers to Govt, and other Cabinet status holders, CM's Office, sanction of leave (EL, CML & HPL), encashment of EL, sanction of increment, sanction of LTC and fixation of pay, GPF loans & part-final etc), T.A bills of peshi staff of Ministers / CMO and salary certificates of Ministers, contract / outsourcing appointments in the peshies of Ministers / CMO

<b>3. OP.III:-</b>	
A.S.O-I:-	Purchase of all Stationery and Non-Stationery items and Computer Consumables etc. and its related matters. Procurement and supply of refreshment items to the Peshis of the Secretary to Govt., and above cadre officers of G.A.D.
A.S.O-II:-	Maintenance of Xerox Machine, Fax Machine, Electronic Typewriters, Manual Typewriter, Paper sherdder Machines, Computers allotment and Maintenance and all related matter. All other miscellaneous.
A.S.O-III:- (Stores Incharge)	For issue of Stationery/Non-stationery including all Machinery and Equipments to C.M. Peshies, C.S. Peshi, all Ministers Peshies and Officers and Sections working in GAD including SC-wing and also maintenance of Store.

<b>4. OP.IV:-</b>	
A.S.O-I:-	All Establishment matters of Jr. Stenos, Sr.Stenos, S.C. Stenos, P.S. to Secretary to Government, Telephone Operator of G.A. Department viz., leave, probation, increment, confirmation, retirement, pension, office arrangements, further constinuation of all the temporary posts under the Administrative control, fixation of pay, sanction of LTC, S.L., miscellaneous papers, file disposal system, monthly performance indicators, weekly reports

	etc.,
A.S.O-II:-	All Establishment matters pertaining to typists/TCAs, Jr.Assts.DR&T Assistants, Record Assts., Lift Operators, Roneo Duplicating Operator, Xerox Operators, viz., leave, probation, Increments, confirmation, retirement, pension, fixation of pay, L.T.C., surrender, leave, Co-ordination of work of the clearance of air travel bills pertaining to the journeys performed by the Officers of GAD CM.Peshi, Supply of air exchange order forms, telegram charges, office arrangements, Loans and Advances, sanction of HBA, MCA, Marriage Advance, Festival Advance, Cycle Advance to all categories of employees under the administrative control of OP.IV.

<b>5. OP.V:-</b>	
A.S.O-I:-	Establishment matter of Asst. Section Officers and allied matters.
A.S.O-II:-	Establishment matters of Class.IV of GAD (Attendrs & Jamedars) (i.e.filling-up the post of Attenders, Promotion to the post of Jamedars sanction of leave (EL, CML & HPL), encashment of EL, sanction of increment, sanction of LTC and fixation of pay, GPF loans & part-final and processing the proposal of retirement benefits to the A.G., or Local Fund etc.) providing of uniform to all Class-IV employees of GAD/ME, shoes, warm cloth & rain coats to the Drivers/Jamedars of GAD and Loans & Advance (i.e. HBA, MCA, M.A. PC Advance, Festival Advances Edu. Advance etc.) pertains to the employees of GAD.

<b>6. OP.VI:-</b>	
A.S.O-I:-	Sanction of new telephone connections to Entire State Govt. Offices. Relaxation of excess calls. Sanction of telephone reimbursement. Matters relating to providing of Telephones to all Officer of GAD, C.M. Secretariat, all Ministers etc. Maintenance of EPABX system in Secretariat.
A.S.O-II:-	Payment of Telephone Bills of all Officers including working under G.A.D. including Hon'ble C.M., Ministers both at Office and residences. Supply of Cell Phones and its related matters. Nstallation and maintenance of IKTS in the O/o Hon'ble C.M., Ministers.

<b>7. OP.VII:-</b>	
A.S.O-I:-	All matters relating to Central Secretariat Library – Establishment matters of gazetted Librarian Grade I and Asst.Librarian Grade III - Purchase and settlement of the bills of news papers, Periodicals in respect of Chief Minister, Ministers, all officers working under GAD including CSL.
A.S.O-II:-	General instructions on Maintenance of Government Vehicles -Maintenance of Govt.Vehicles of G.A.D/ C.M.Office. Establishment matters of Drivers in G.A.D.

<b>8. C.R.B. (CENTRAL RECORDS BRANCH) :-</b>	
Maintenance of records of all departments of Secretariat.	

<b>9. S.B-I (SECRETARIAT BUILDINGS-I):-</b>	
A.S.O-I:-	All matters relating to electrical works in the premises of Secretariat, Supply of furniture to the Offices of Chief

	Minister, Ministers, Chief Secretary to Govt., General Administration Department and Chairman & Advisors under the control of General Administration Department, Supply of non stationery items, furnishing office rooms of Ministers/Chief Minister and C.M's Secretariat, all Office rooms of Officers in General Administration Department, Instructions on Clean & Green and miscellaneous issues
A.S.O-II:-	All matters relating to civil works in the premises of Secretariat, Allocation of accommodation in the premises of Secretariat, all matters relating to facility management and open area management in the premises of Secretariat, all matters relating to integrated security of Secretariat.

<b>10. S.B-II (SECRETARIAT BUILDINGS-II):-</b>	
A.S.O-I:-	Establishment matters of Watch & Ward Staff of Secretariat – Issue of identity cards to the employees of Secretariat – Issue of Temporary passes – Issue of Gate passes etc. – Sanction of Electricity and Water Charges of Secretariat.
A.S.O-II:-	Chief Reception Officer.

<b>11. I.O.C (INWARD OUTWARD CELL) :-</b>	
A.S.O-I:-	Tappal – Despatch Scanning numbering and Distribution of tappals – Supervision of the staff in IOC, Tappal and Despatch, of service Postal Stampd Disbursing.

<b>12. I.C. (INSPECTION CELL):-</b>	
A.S.O-I:-	Proceeding Inspection Reports received from Senior Officers, Inspection manual, S.O.M., and Office Procedure, Measures for the improvement of Records - Revision of S.O.M. Revisions of Manuals - Compassionate Appointments.

<b>13. SPECIAL - A:-</b>	
A.S.O-I:-	Transfers and postings of IAS Officers - Central deputation of IAS Officers to Government of India/State Govt., undertakings, rules relating to service matters IAS Officers, promotion to senior time scale, selection grade, Super-time Scale posts and above Super-time Scale. Voluntary retirement of IAS Officers.
A.S.O-II:-	Budget Leave Salary Contribution, leave salary reimbursement printing of Half-Yearly list of iAS Officers. Maintenance of History of Services, Computerisation of Service Records of IAS Officers. Confirmation of IAS Officers for specific posts under Govt. of India etc., Watching of Leave Salary Contributions.
A.S.O-III:-	Miscellaneous items not allotted to others in section. Leave including Surrender Leave and L.T.C to IAS Officers. Casual leave to Collectors and other IAS Officers. Half-yearly Cadre returns of IAS, Cadre Review.

<b>14. SPECIAL - B:-</b>	
A.S.O-I:-	IAS Probationers Training, Probationers Budget. All matters connected with Junior Officers of IAS. Preparation of Select List of SCs/Non-SCS Officers for appointment to IAS. Training of IAS Officers promoted or on select list. Confirmation of Officers of IAS.
A.S.O-II:-	All matters connected with Training of IAS Officers within and outside the Country. Sanction of Study Leave to IAS Officers, Tours of Principal Secretaries/Secretaries to Govt. and Collectors within and outside the State. Sanction of Addl. Charge allowance to Cadre officers and Officers who held Add. Charge of the Cadre Posts.

<b>15. SPECIAL - C:-</b>	
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A.S.O-I:-	ACB Establishment, AP Vigilance Commission establishment.
A.S.O-II:-	A.P.Lokhayukta & Upa-Lokhayukta. Commissionerate of Inquiries.

#### **16. Special-D:-**

A.S.O-I:-	Conducting of screening Committee meeting on every Saturday with C.S as Chairman and other member in respect of the Officers who visit abroad by cadre, non-cadre and non-officials and obtaining orders in circulation to C.M through C.S and communicating the same to concern Departments/ Sections Concerned.
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#### **17. STRICTLY CONFIDENTIAL-A:-**

A.S.O – I	All matters relating to policy on the movement of Left Wing Extremists and on extremist violence in the State – sanction of exgratia, providing employment and other allied matters of the victims of extremist violence – Rehabilitation of the surrendered extremists – Measures for apprehension of Left Wing Extremists Release of Budget – Meetings of the Coordination Centre – Meetings of High Powered Cabinet Sub Committee on extremists problems in the State – I.M.G – Task Force on Maoists.
A.S.O – II	Activities of Extremists: (a) Daily report (b) Weekly report (c) Monthly report. All matters relating to sanction of exgratia, providing employment and other welfare measures to the civilian victims of extremist violence – Interpretation of Policy - Updation of data on surrendered extremists and exgratia paid and employment provided to the dependants of civilians – Delegation of powers to the Collectors for creation of supernumerary posts and rectification of the measures taken by them as per policy. All Miscellaneous matters relating to Left Extremism.

#### **18. STRICTLY CONFIDENTIAL-B:-**

A.S.O-I:-	Awards & Medals. Padma Awards, ashok Chakra etc., Gandhi peace Award/Indira Gandhi National Integration and Peace. Jawaharlal Nehru Award for International understanding. Bravery Awards – P.M's Life saving Medal, Kabir Puraskar. Police Medals – President Police Medals, Indian Police Medals Gallantry Awards etc., Prime-Minister excellence awards in Public Administration. Civil Military Liaison conference. Internal Security measures, Defence liaisoning. Intelligence Reports / INSTAXX Station. Official secrets Act – Declaration of prohibited areas.
A.S.O – II	All establishment matters relating to SO's (SC) & A.S.O's (SC) in S.C wing comprising of G.A (SC) Dept./Commissioner of Inquiries / Home (SC) Department.

#### **19. STRICTLY CONFIDENTIAL-C:-**

A.S.O-I:-	Appointments, promotions, transfers and postings of all IPS Officers. All matters relating to IPS (Cadre)Rules, IPS (Fixation of Cadre strength)Regulations IPS (Recruitment) Rules, IPS (pay) Rules, IPS(Regulation of Seniority) Rules, IOS (Appointment by promotion) Regulations. Central/State-to-State deputations, Foreign assignments of IPS Officers. Re-employment/extension of service/Commercial Employment of IPS Officers/Addl.Supts. of Police/Suptds of police (Non-Cadre). All court cases relating to above issues.
A.S.O – II	Matters relating to training (Inland/Foreign)/All kinds of leave/LTC Compulsory. Wait/Sanction of Additional pay & allowances/ uniform allowance. Preparation of half-yearly list of IPS Officers/Addl.Suptds. of Police (Non-cadre). Further continuance of ex-cadre posts of IPS/temporary posts of Addl.S.Ps/S.Ps (Non-cadre). Retirement / Sanction of Pension / Central Govt. Employees Group Insurance. Scheme/ Counting of post service for purpose of pension, leave etc., Medical reimbursement to Addl. S.Ps (Non-cadre). Expunction of adverse remarks in respect of Addl.Suptds. of Police (Non-



	cadre). Maintenance of History of Service of IPS Officers. All other miscellaneous matters.
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<b>20. STRICTLY CONFIDENTIAL - D:-</b>	
A.S.O-I:-	Disciplinary cases against IPS Cadre Officers. Disciplinary Cases in respect of Directorates Non-cadre HODs. Disciplinary cases in respect of Non-cadre officers of Secretariat. (Dy.Secy & Above)
A.S.O-II:-	Disciplinary Cases in respect of IFS Officers.
A.S.O-III:-	Disciplinary cases in respect of IAS Officers.

<b>21. STRICTLY CONFIDENTIAL-E:-</b>	
A.S.O-I:-	A.C.Rs of IAS and IRTS Officers.
A.S.O. II:-	Updating and maintenance of Personal files of IPS & IFS Officers and allied matters. AIS ( Confidential rules) Rules, 1970

<b>22. STRICTLY CONFIDENTIAL-F:-</b>	
A.S.O-I:-	<p>1). Estt. Matters relating to Judges such as, i) notifying the appointment of Judges, of High Court, ii) sanction of Loans and Advances to the judges, iii) sanction of reimbursement of medical expenses to the Judges, iv) sanction of reimbursement of medical expenses to the Retd.Judges of supreme Court borne on the State cadre, v) sanction of medical reimbursement to Retd.Judges, vi) sanction of GPF advances, vii) sanction of all types of leaves, viii) forwarding of the pension papers to the A.G., Hyderabad.</p> <p>2). Estt. Matters relating to A.P.State higher Judicial Service i.e District Judges such as i) approving the panels of Dist. Judges, ii) sanction of loans and advances, iii) sanction of GPF advances, iv) sanction of medical reimbursement of Dist. Judges, v) sanction of Medical reimbursement to Retd.Dist.Judges.</p> <p>3). Matters relating to First National Judicial Pay commission.  <b>The subjects are under the control of Secretary (Legislative Affairs &amp; Justice), Law Department. The files on the above subjects are being submitted to Secretary (Law) directly by the sanction.</b></p>
A.S.O. II:-	<p>1). Preparation of panels for promotion to the non-cadre Officers viz./Asst.Secys. to Govt./Dy.Secys. to Govt./Addl.Secys. to Govt.</p> <p>2). Preparation of panels for promotion to Asst. Secys. To Govt. in common pool</p> <p>3). Transfers and postings of non-cadre Officers viz. Dy.Secys/Jt.Secys./Addl. Secys and Asst. Secys. To Govt. in common pool.</p> <p>4). Maintenance of ACRs of all non-cadre Officers and Asst.Secys. to Govt.</p> <p>5). Seniority of Asst. Secys/Dy.Secys to Govt./Jt.Secys. to govt/Addl.Secys. to Govt.</p>

<b>23. STRICTLY CONFIDENTIAL-X:-</b>	
A.S.O-I:-	Sanctions of Medical reimbursement claims exceeding Rs. 10,000/- of Out patient treatments and inpatient treatments where relaxation of rules required in respect of IAS, IPS and IFS Officers.
A.S.O – II	<p>1. Sanction of Loans and Advances to IAS Officers relating to HBA Motor cars and PCA and watching of their recovery particulars etc.,</p> <p>2. Temporary and part final withdrawals and final withdrawals of GPF by IAS Officers.</p> <p>3). Sanction of Grants-in-aid to the IAS Officers Association</p>
A.S.O – III	1). Issue of permissions to AIS Officers under AIS Conduct Rules and Maintenance of Property Statements of IAS Conduct Rules and Maintenance of Property Statements of IAS and IPS Officers and related matters.

	2. General matters, Miscellaneous.
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<b>24. SC – (IFS) INDIAN FOREST SERVICES:-</b>	
A.S.O-I:-	All Service Matters of A.P. High Court Judges including LTS & Leave. All service matters of Members of the A.P.State Higher Judicial Service. Loans & Advances to the members of A.P State higher Judicial Service.
A.S.O-II:-	Postings Transfers of APAS / Non-cadre Deputy Secretaries / Joint Secretaries / Additional Secretaries to Govt. , Preparation of panels for promotion to Non-Cadre Dy.Secretaries / Joint Secretaries/ Addl. Secretaries to Govt., Allegations against Ministers including C.M. Printing of yearly list of Non-Cadre / APAS Officers. Loans & Advances to APAS Officers. Administration of Conduct Rules in respect of APAS / Non-cadre officers and allied matters.`

<b>25. HRC</b>	
A.S.O – I	Liaison of NHRC references Meetings of N.H.R.C.
A.S.O – II	Administrative matters of S.H.R.C like framing of Rules, Sanction of staff, providing of infrastructure to the Commission, Budget, Annual Reports etc., meetings of A.P.S.H.R.C Miscellaneous matters.

<b>26. CABINET:-</b>	
A.S.O-I:-	Council of Ministers-Arrangements for meetings, preparation of Agenda etc, Sanction & Settlement of bills of APTS regarding printing of agendas. Conveyance allowance to the staff of G.A (Cabinet) Dept. Constitution of Cabinet Sub-Committees/Group of Ministers.
A.S.O – II:-	A.P.Govt. Business Rules & Secretariat Instructions. Implementation of Council Resolutions. All instructions relating to meetings of the Council of Ministers/Miscellaneous matters.

<b>27. LAW &amp; ORDER (L &amp; O-I)</b>	
A.S.O-I:-	General Law & Order, Major clashes affecting the Law and Order situation – Sanction of ex-gratia relief to the victims of major clashes – Budget Estimates. Appointment of COI to find out the reasons of major disturbances. Deployment of Central Paramilitary forces. Judicial Commissions relating to police firing. Review of crime reports, maintenance of LAQs / Court Cases relating to the above matters. Providing Security to the major Installations as and when public undertakings go on strike.
A.S.O – II	Magisterial Enquiry Reports relating to Encounters between police and extremists. Magisterial Enquiry Reports on police firings and allied matters. LAQs / Court cases relating to the above matters.
A.S.O - III	Magisterial Enquiry Reports on custodial deaths / torture deaths in Law & Order police Custody. Payment of compensation to the legal heirs who died in police Custody. Recommendations of N.H.R.C. / APSHRC on death in police custody. LAQs / court cases relating to the ABOVE matter.

<b>28. LAW &amp; ORDER (L &amp; O-II)</b>	
A.S.O-I:-	Preventive Detentions under Conservation of Foreign exchange and prevention of smuggling Activities Act, 1974. Prevention of black- marketing and Maintenance of supplies of Essential Commodities Act, 1980. National Security Act, 1980. The A.P Prevention of Dangerous Activities of Bootleggers, Decoits, Drug Offenders, Goondas, Immoral Traffic Offenders and Land-

	grabbers Act, 1986 (A.P.Act No. 1 of 1986). Prevention of Illicit Traffic of Narcotic drugs and Psychotropic substances Act, 1988. Review of cases registered under TADA ACT.
A.S.O-II:-	All matters relating to: Communalism. National Integration. Fortnightly Report to GOI on Law & Order. Recovery of High Explosives smuggled into the Country. Budget relating to payment of ex-gratia relief to the victims of communal riots.

<b>29. POLL. A:-</b>	
A.S.O-I:-	Visits of dignitaries visiting A.P., VIP visits / Union Ministers, Secretaries, different national commissios/ state Governments from all other states/Supreme Court/High Courts of other states. Visits of VIP/VVIPs from Foreign countries. Establishment of U.S Consulate & Foreign Consulates
A.S.O-II:-	Visits of VVIPs like of President of India/Vice-President of India/Prime Minister of India and Chief Justices of Supreme Court of India to Hyderabad and Districts in A.P. Settlement of Aircrew bills. Operation of hospitality Budgets (i.e., settlement of DOP's Bills). Issue of instructions on violation of protocol and processing's of petition of Non-Officials on ;violating of protocol. Security Instructions relation to VIP etc., ASL's of C.M/Ex.CM.
A.S.O-III:-	Establishment/Budget of Raj Bhavan. Observance of protocol, violation of Protocol. Declaration of general/Optional holidays under NI Act. Warrant of Precedence.

<b>30. AR&amp;T - I:-</b>	
A.S.O-I:-	Administrative Reforms - Re-organisation of Departments of Secretariat – Transfer of subjects from one Dept. to another Dept. of Secretariat – Creation / up-gradation of posts – Miscellaneous etc.
A.S.O – II	All matters relating to Incentive Awards Scheme applicable to the Government Employees – Conducting of Incentive Awards Committee Meetings for grant of cash awards for their outstanding performance.

<b>31. A.R &amp; T-II:-</b>	
A.S.O-I:-	Compulsory training programmes for IAS /IPS/IFS Officers in respect of A.P.Cadre; Preparation of training programme in consultation with Government of India and intimating the same to Officer concerned etc; All training programmes/Course etc. Within the countr IOA Programmes.
A.S.O - II	All training programmes/Courses etc. Abroad (foreign training) Foreign assignments both for cadre and non-cadre Officers - Training programmes of NIRC and Miscellaneous for all AIS officers.

<b>32. AR&amp;T - III:-</b>	
A.S.O-I:-	Training Allowance to the participants of all the Government training Institutes in the State – Incentives to the Heads of Institutions in the State – Court cases relating to Incentive Training Allowance to the faculty of different Training Institutions – Miscellaneous work.
A.S.O – II	All Administrative matters relating to the Dr. MCR HRDI of AP – Budget-Plan and Non-Plan and Centrally sponsored schemes in respect of Institute of Administration – P.A.C cases – A.Gs Inspection reports etc. Court cases relating to contract employees appointed and removed in the Institute. Service Rules of Employees working in the Institute of Dr. MCR HRDI.

<b>33. AR&amp;T-IV:- :-</b>	
A.S.O-I:-	All matters relating to File Disposal Drive.

<b>34. ACCOMMODATION - A:-</b>	
A.S.O-I:-	<p>Allotment of Private Buildings to Ministers and Judges, Fixation of Rent to the Building occupied by the Ministers / Judges, allotment Ministers Quarters at Banjara hills, Road No.12 to Ministers only.</p> <p>(The subject matter – which was earlier dealt in the section i.e "A.P Buildings (Lease Rent, &amp; Eviction) Control Act, 1960 – Administration of " and the Hy. Houses (Rent,Eviction &amp; Lease) Control Act 1954 – Administration of" has been transferred from GA(Accom.A) Dept., and allotted to MA &amp; UD Dept vide G.O.Ms No. 381, (AR&amp;T.I) Dept., Dt. 10.8.2009). Hence, at present the subject is not dealing in the section.</p>
A.S.O - II	<p>Matter relating to Census. Allotment of Private Buildings under the purview of G.A. (Accom.) Dept. to govt., Offices and fixation &amp; Enhancement of rents to the Private Buildings occupied by Govt. Offices by placing before the R.F.C meeting. Allotment of Govt. space for office purpose at BRKR Bhan. Establishment matters of the o/o the Estate Officer, Hyd. Allotment of independent Govt. Quarters/Buildings (New) (Old) at Kundanbagh / SR Nagar to Senior IAS/OPS Officers. Allotment of Govt. Scattered buildings in twin Cities. Miscellaneous matters pertaining to Section.</p>

<b>35. ACCOMMODATION.B:-</b>	
A.S.O-I:-	<p>Allotment, extension, exchange, cancellation of Govt Quarters of AIS Officers and Jr. Officers in Twin Cities of Hyderabad &amp; Sec'bad, i.e., Banjara Hills (Flats), Panjagutta and Erramananzil Colony, MRTS, HPC files (NBCC, Eruvaka, Construction off 44 Flats in Kundanbagh, Construction of multi-storied residential apartments in phase 1 for Govt Officers at Malakpet and Request for vacant lands for govt residential Colonies in Twin Cities and Ranga Reddy).</p>

<b>36. ACCOMMODATION-C:-</b>	
A.S.O-I:-	<p>Maintenance of general seniority for 3 RT quarters in Hyderabad. Allotment of Govt.Quarters (3RTs) to the rank of Superindents in Twin Cities. Allotment of SRT Govt. Quarters (Peon type) at Uppuguda,Madannapet, Malakpet, Malakpet (B.Blocks), Udyognagar, Errummanzil and Patigadda Colonies on seniority basis to Govt.Employees. Registration of applicants names in the seniority registers. Application received for out of turn allotment in respect of 3 RT and SRT Quarters but not considered for allotments on out of turn by C.M. Allotment of 3 RT quarters on out of turn basis to the Govt. employees on the orders of Hon'ble C.M. and related Court Cases.</p>
A.S.O-II	<p>Maintenance of general seniority for 2 RT quarters in Hyderabad. Allotment of Govt.Quarters (Clerical type) (2RTs) at ,Madannapet, Kaladera, Malakpet, Malakpet (B.Blocks), Udyognagar, Errummanzil and Patigadda Colonies on seniority basis to Govt.Employees. Registration of applicants names in the seniority registers. Application received for out of turn allotment in respect of(Clerical type) (2 RTs) Quarters but not considered for allotments on out of turn by C.M. Allotment of 2 RT quarters on out of turn basis to the Govt. employees on the orders of Hon'ble C.M. and related Court Cases and also all miscellaneous papers pertaining to the section.</p>

<b>37. SPF (SIX POINT FORMULA ) :-</b>	
A.S.O-I:-	<p>All matters relating to A.P.Public Employment Order, 1975 clarifications on the Presidentail order Inter-local cadre transfers and correspondence with Govt., of India on SPF</p>

	matters relating the Departments from A & C Department to I & TC Dept., (in alphabetical order) in A.P Secretariat.
A.S.O-II:-	All matters relating to AP Public employment Order, 1975, Clarifications on Presidential Order, Inter local cadre transfers and correspondence with Govt. Of India on SPF matters relating the Departments pertaining to Infra structure & Investment Department to Y.A.T & C Deptt., (in alphabetical order) in A.P.Secretariat.
A.S.O-III:-	All matters relating to A.P Administrative Tribunal-Appointment of Chairman and Members in A.P.AT – Service matters of A.P.A.T Matters relating to A.P Educational Institutions ( regulation of Admissions) Order 1975.

<b>38. SERVICES -A:-</b>	
A.S.O-I:-	Recruitment Policy to various services namely Group-I,II,III & IV etc., and all the litigation in the Court of Law relating to recruitment policy. Service Matters relating to: 1). Home Dept., 2). WD, CW & DW., 3). YAT & C
A.S.O - II	Establishment matters relating to APPSC

<b>39. SERVICES-B :-</b>	
A.S.O-I:-	Framing of A.P Secretariat Service Rules, A.P Secretariat Subordinate Service Rules, A.P General subordinate Service Rules, A.P Last Grade Service Rules and consequential amendments to these rules if required
A.S.O – II	Framing of A.P Ministerial Service Rules and consequential amendments to these rules if required. Interpretation and clarifications in individual cases on service rules in the cases relating to aforesaid rules and clarification on the cases of the posts in A.P. Ministerial Service Rules. Clarifications in the cases relating to A.P Judicial Ministerial Service Rules.

<b>40. SERVICES-C :-</b>	
A.S.O-I:-	Service Matters relating to Induatries & Commerce Dept. 1).APCS (CC&A) Rules, 1991 and its amendments 2). APCS (Conduct) rules, 1964 and its amendments 3). Departmental Test Rules, 1965 and its amendments 4). Misc., matters relating to Services Wing.
A.S.O – II	Service matters relating to 1). Finance Dept., 2). Planning Dept., 3). General Administration Department  1). A.P.C.S (Disciplinary Proceedings Tribunal) Act and Rules and its amendments 2). Maintenance & Scrutiny of Personal Files 3). Establishment matters of Tribunal for Disciplinary Proceedings

<b>41. SERVICES-D:-</b>	
A.S.O-I:-	Service matters relating to 1). H.M.&F.W.Dept.; 2). Social Wel.Dept., 3). Tribal Wel.Dept 4). BC Wel.Dept 5). Minorities Wel.Dept
A.S.O.- II	Service matters relating to 1). Revenue Dept. 2). LET & F Dept. A.P State & Subordinate Service Rules, 1996 and its amendments.

<b>42. SERVICES-E:-</b>	
A.S.O-I:-	<u>Service matters relating to:</u> 1). P.R & RD engineering Services 2). Public Health Engineering, Municipal Engineering Services

	<p>and</p> <p>Town Planning Services</p> <p>3). Social Welfare (Tribal)Engineering services</p> <p>4). Housing Department Engineering Services</p> <p>5). Animal Husbandary,</p> <p>6). Agriculture &amp; Co-op.Services Sericulture Services</p> <p>7). CAF &amp; CS Department Services</p>
A.S.O-II :-	<p><u>Service matters relating to:</u></p> <p>1). Irrigatio &amp; CAD Service A.P. Engg. Services / A.P. Engg. Subordinate Service, A.P.Engg. Research Laboratory Service &amp;</p> <p>Ground Water Services</p> <p>2). TR &amp; B Department:</p> <p>A.P. Roads &amp; Building Engg. Services &amp; Subordinate Services.</p> <p><u>A.P.Transport Department Services</u></p> <p>3). <u>I &amp; I Department</u></p> <p><u>Ports Engineering Services</u></p>

<b>43. SERVICES-F:-</b>	
A.S.O-I:-	Service matters pertaining to Higher Education Department; Secondary Education Department and Primary Education Department.
A.S.O – II	Service matters pertaining to Energy Department; EFS & T Department; PR & RD Department (other than engineering Service). Printing of book-lets (pertaining to orders and instructions are issued in Services Wing) and OMC watching the issue OMC Rules.

<b>44. Services-G:-</b>	
A.S.O-I:-	Compassionate appointments to the dependents of deceased Government employees and the dependants of the Government employees and retire on medical invalidation.

<b>45. CLAIMS.A:-</b>	
A.S.O-I:-	<p>Preparation of Pay bills of Gazetted Officers from Asst. Secy. to Govt.Chief Secy. to Govt. &amp; Gazetted Private Secretaries, Addl.Private Secretaries to Ministers.</p> <p>Loans &amp; Advance, Income Tax Acquaintance, preparation for the above. Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c operated along with particular such as Bill No. Token No. Cheque No. with date, amount passed in audit to ASO-I of D-Section for reconciliation.</p>
A.S.O-II:-	<p>Preparation of Pay bills of Asst. Section Officers (Genl.), Section Officers (SC), Asst Section Officers (SC) and Section Officers in elections staff (Permanent)</p> <p>Loans &amp; Advances, Income Tax Acquaintance, preparation for the above. Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c operated along with particular such as Bill No. Token No. Cheque No. with date , amount passed in audit to ASO – I of D-Section for reconciliation.</p>
A.S.O-III:-	<p>Preparation of pay bills of Asst Section Officers (Genl.) and Election staff (Temp)</p> <p>Loans &amp; Advances, Income Tax Acquaintance, preparation for the above. Furnishing of monthly statement reflection the expenditure booked in each bill prepared under each Head of A/c operated along with other particulars such as bill No. token No. Cheque No. with date, amount passed in audit to ASO-I of D-Section for reconciliation.</p>
ASO – IV	Preparation of pay bills of PSs, Sr.Stenos, Assts, TCAs and

	<p>Telephone Operators.</p> <p>Preparation of pay bills of watch &amp; ward staff (Chowkidars, sweepers and Scavengers)</p> <p>Loans &amp; Advances, Income Tax Acquaintance Preparation, settlement of Bills and to prepare the Form-24 and submit to I.T.Dept, and any other correspondence with I.T.Dept.</p> <p>Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c. operated along with other particulars such as Bill No. Token No. Cheque No. with date, amount passed in audit to ASO – I of D-Section for reconciliation.</p>
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<b>46. CLAIMS:B:-</b>	
A.S.O-I:-	<p>Preparation of pay bills of Private Secretaries, PA., Personal staff attached to ministers including CM Peshi, Drivers;</p> <p>Loans &amp; Advances, Income Tax, Acquaintance Preparation, Settlement of Bills.</p> <p>Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c operated along with other particulars such as Bill No., Token No., Cheque No., with date, amount passed in audit to ASO-I of D-Section for reconciliation.</p>
A.S.O-II:-	<p>Preparation of Pay bills of Jamedars and Attenders and Personal staff attached to Minister including C.M. Peshi.</p> <p>Loans &amp; Advances, Income Tax Acquaintance preparation, settlement of Bills.</p> <p>Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c. operated along with other particulars such as Bill No. Token No., Cheque No., with date, amount passed in audit to ASO-I of D- Section for reconciliation.</p>

<b>47. CLAIMS:C-</b>	
A.S.O-I:-	<p>Settlement of Claims of all contingent expenditure relating to G.A.D., including settlement of bills relating to water and electricity charges, Rent and Tax bills Office expenses bills, bills in respect of Publications, maintenance of Motor Vehicles, Payment of prof. , and Spl.Services, Grant in aid, other charges and other expenditure bills of G.A.D., Elections , CM Peshi, C.S.Peshi and other Senior Officers of G.A.D.</p> <p>Preparation of A.C. bills and D.C., bills, Bringing of Govt. Cheques from Finance (CCS) Dept., and handing over to concerned parties. Application of DD's and brining from S.B.H., Sectt. Branch.</p> <p>Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/C. operated along with other particulars such as Bill No. Token No., Cheque No. with date, amount passed in audit to A.S.O-I of D-Section for reconciliation.</p>
A.S.O-II:-	<p>Preparation of all Educational concession bills, T.A.&amp;D.A., NRI &amp; L.T.C. bills.</p> <p>Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c. operated alongwith other particulars such as Bill No. Token No., Cheque No. with date, amount passed in audit to A.S.O-I of D-Section for reconciliation.</p>

<b>48. CLAIMS-D:-</b>	
A.S.O-I:-	Preparation of Budget & Reconcialition.

<b>49. CLAIMS-E:-</b>	
A.S.O-I:-	<p>Preparation of Pay bills of Class-IV staff of GADElections:-</p> <p>Lift Operators, Motor Cycle Messengers, Xerox Operators,Record Assistants, Jamedars, Roneo Operators, Office Subordinates,</p>

	<p>Cycle Orderlies, Drivers.</p> <p>Loans &amp; Advances, Income Tax Acquittance preparation and Settlement of bills.</p> <p>Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c operated along with other particulars such as Bill No..Token No., Cheque No., with date, amount passed in audit to ASO-I of D-Section for reconciliation.</p>
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<b>50. INFORMATION &amp; PUBLIC RELATIONS-I (I &amp; PR-I):-</b>	
A.S.O-I:-	Sanction of Stationery and furniture, sanction of building rents, press matters relating Advertisements. Budget including Plan & Non-Plan of Information and Public Relations Dept., - Matters relating to T.V. Radio, C.T.Vs. Sets and CR Sets, Exhibitions, States Information, Minister's conference, miscellaneous and routine, Visual Media Cell, News Video Publicity Schemes, Delegation of powers to Officers of I&PR Dept.,
A.S.O-II:-	All matters relating to Gazetted and Non-Gazetted establishment of Information and public Relations, Issue of amendments to APISS and Andhra Pradesh information Service Rules, Training and Deputation of Gazetted and Non-Gazetted staff. Superanuation and grant of pensions. All matters pertaining to Director of I&PR. DDs, Dist. Public Relations Officers and State Information Centers, New Delhi, Sanction of posts in I&PR Dept., General Matters.

<b>51. INFORMATION &amp; PUBLIC RELATIONS-II (I &amp; PR – II) :-</b>	
A.S.O-I:-	Electronic Media, Meekosam Programmes – Press Academy of A.P. Public Accounts Committee meetings, Reports of Comptroller and Auditor General of India, Audit Reports and objections relating to I&PR Dept., - Loans and Advances – General matters – Press accreditations Committees.
A.S.O-II:-	Matters relating to the A.P.State Film Television and Theatre Development corporation, and matters relating to Advisor to APSFTTDC.

<b>52. S.R.:-</b>	
A.S.O-I:-	1). Matters relating to Hyderabad Civil Services rules 2). State reorganization Act. 3). Southern Zonal Council.
A.S.O – II	1). A.P.Payment of Salaries, Pension and Removal of Disqualification Act 1953. 2). P.A's to MLA's . MLC's 3). Medical Re-imbursement to Ex-Legislators 4). Inter State Council / Centre State Relations.

<b>53. GENERAL. &amp; COORDINATION:-</b>	
A.S.O-I:-	Sanction of Grants-in-aid to the Administrative Staff College of India, Chage of names, Public Accounts Committees relating to G.A.D, W.Ps and R.Ps pending in G.A.D, reports of the Comproller & Auditor General of India, Appropriation of Accounts.
A.S.O - II	Establishment matters of director of Translations Hyderabad.
<b>Legislation &amp; Co-ordination:</b>	
A.S.Os – I,II & III:-	L.A.Qs, L.C.Qa Assurances Legislation Co-ordination Work Call attention Motions, S.NQs pertains to G.A.D

<b>54. N.R.I:-</b>	
A.S.O-I:-	Issues relating to the NRI's of A.P Origin except those settled in Gulf Countries & their welfare – Follow up action on the Report of the NRI Study Group 2005 – Budget of NRI Cell – Creation of single window system on the lines of NORKA – Opening of Trade offices of Foreign countries in India Meetings on NRI issues-Awareness campaigns for



	legal migration-Social Security measures for NRIs.
A.S.O-II:-	Issues relating to NRIs of A.P. Origin settled in Gulf countries and their welfare-Correspondence with Ministry of External Affairs, /MOIA, GOI and Indian Embassies/CGIs in Gulf countries about tracing the whereabouts of the missing NRIs, incidents of deaths/Accidents of NRIs, transportation of mortal remains to India, Settlement of death / Accident compensation of deceased NRIs from the employers – Sanction of ex-gratia/financial assistance to the families of deceased NRIs – Assistance to the repatriated illegal immigrants – Settlement of Property disputes of NRIs in coordination with Home Department.
A.S.O-III:-	<p>Authentication of original Educational Certificates viz., S.S.C./INTER/DEGREE/Diplomas including Engineering, Medical, Nursing, Pharmacy etc., issued by the Boards/Universities/Councils/Institutions within the area of Andhra Pradesh.</p> <p>Attestation of all original Date of Birth/Death Certificates, Marriage/Divorce Certificates, Legal heir Certificates issued by competent authority, Affidavits/Power of Attorney in order to get the Blood money, pension, insurance etc., on the demand of Foreign Missions.</p> <p>Other allied matters relating to authentication/attestation of Certificates for those going abroad.</p>

<b>55. MONITORING CELL – I (MC-I):-</b>	
A.S.O-I:-	<b>Report of Sri J.M.Girglani, I.A.S., (Retd.) One Man Commission (SPF) _ Follow up action - Issue of Orders / Instructions / Clarification etc.</b>
A.S.O-II:-	To offer remarks / opinion on the files referred by other departments and issue of clarifications on the references received various departments.

<b>56. MONITORING CELL.II (MC – II) :-</b>	
A.S.O-I:-	Matters relating to the meetings of “Group of Ministers” / House Committee”/Implementation of Monitoring Authority” to oversee the implementation of G.O.Ms.No. 610
A.S.O-II:-	Court cases relating to the implementation of G.O.Ms.No. 610.

<b>57. MONITORING CELL.III (MC – III) :-</b>	
A.S.O-I:-	Processing the reports received from Heads of Departments, and the matters relating to RTI Act and other miscellaneous subject. LAQs/SNQs/ Legislative businesses.
A.S.O-II:-	Processing the information relating to other Unit Offices. Action on the representation received from the Service Organizations.

<b>58. D.P.C.I :-</b>	
A.S.O-I:-	<p><b>(Single A.S.O in Two Sections)</b></p> <p>Constitution of DPC Convening of Screening Committee meetings for promotion to the categories of 3<sup>rd</sup> Level</p>

<b>59.D.P.C.II:-</b>	<p>Gazetted Posts.</p> <p>Convening of Departmental Promotion Committee meeting for categories of 4<sup>th</sup> level Gazetted and above posts including HODs(Non Cadre) in the State Govt. Dept.</p> <p>Convening of Screening Committee/ Departmental Promotion Committee meetings to the categories of Dy.Secy/Jt. Secy/Addl.Secy to Govt.in the /Depts of Secretariat.</p>
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<b>60. SINGE UNIT-I (SU – I) :-</b>	
A.S.O-I:-	Service matters relating to Section Officers - Appointment as S.O., by transfer from the category of A.S.Os. Under single unit and Superintendents belonging to the A.P.Ministerial Services Rules of Heads of Department under 12 1/2% quota, conducting of D.P.C., Transfers and Postings of Section Officers, Transfers and postings of Section Officers who are coming from long leave, deputation etc.
A.S.O-II:-	Preparation of Common Seniority list of Section Officers, declaration of Regularization and Probation, Court Cases pertaining to Section Officer category.

<b>61. SINGLE UNIT –II (SU-II) :-</b>	
A.S.O-I:-	<p>Maintenance of Common Seniority lists of A.S.Os. Examination of issues relating to the revision of seniority. Sponsoring of persons for foundational and other trainings at Institute of Administration.</p> <p>Court cases relating to seniority issues of A.S.Os</p>
A.S.O-II:-	Sports Quota appointment of A.S.O. Filling up of the vacancies of ASOs in different Departments in S.U., by promotions from the lower category (Typists, Jr.Asst., Jr.Stenos etc.) By transfer from H.O.Ds under 12 1/2% quota and direct recruitment duly notifying vacancies of ASOs to APPSC. Regularisation of services of ASOs in S.U. Inter Departmental transfers (above six years). Issue of postings etc., to the persons reporting for duty on expiry of leave/terms of deputation. Sponsoring of eligible ASOs for the outside executive posts like ACTOs., Dy.M.R.Os., etc.

<b>62. SINGLE UNIT-III (SU-III) :-</b>	
A.S.O-I:-	Appointments and transfers of Typist-cum Assistants; Junior Stenographer and Senior Stenographers in the Departments under the control of single Unit.
A.S.O-II:-	<p>Appointment and transfers of Despatch, Tappal &amp; Record Assistants in the Departments under the control of single Unit.</p> <p>Maintenance of ACRs of Assistant Section Officers/Section Officers/Special category Stenographers and Private Secretaries to Secretaries to Government.</p>

<b>63. SINGLE UNIT- IV (SU-IV) :-</b>	
A.S.O-I:-	Outsourcing of personal in HODs and also relating to RTI & Court cases.
A.S.O –II	Outsourcing of personal in Gett., Depts., and also relating to RTI & Court cases.

<b>64. SINGLE UNIT-V (SU-V) :-</b>	
A.S.O-I:-	Service matters relating to P.S to Secys./Special Category Stenos preparation of common seniority list of P.S & S.C Stenos. Conducting DPC for making selection to the post of P.S from the Category of S.C Seenos. Filling up of S.C Steno vacancy by promoting the eligible Senior Stenos. Transfers and posting of P.Ss & S.C Stenos. Regularization and posting orders in respect of P.S/S.C Stenos. On espiry of long leave deputation period etc. appointments and promotions in the category of S.C Stenos and P.Ss and related mattwers including

	Court Cases.
A.S.O-II:-	Human Resource Management and Consolidation of RTI Act cases under the control of D.S (SU)

<b>65. SERVICE WELFARE-I (SW-I):-</b>	
A.S.O-I:-	1). Reimbursement of Govt. share for the concessional bus passes issued to the NGOs by APSRTC. 2). Cultural Study tours of AP Secretariat Cultural Associations. 3). LAQs relating to the Associations regarding the subjects. 4). Constitution of the AP Civil Services Joint Staff Council (State level) and Sanction of OD facility to the Members of recognized service Associations. 5). Grant of Special Casual leave in connection with functions / Meetings and conducting of elections by the Associations. 6). Sanction of Special Casual Leave of 21 days to Principal Office Bearers of recognized service associations.
A.S.O-II:-	1). Recognition and de-recognition of Service Associations. 2). Amendments to the A.P Civil Service (Recognition of Service Associations) Rules, 2001 3). Conduct of elections to recognized service associations and disputes arising in this regard. 4). Grant of Special Casual leave in connection with strike, bandh and dharnas etc. 5). Court Cases relating to recognized service associations. 6). Clarifications on transfer of Office Bearers of Recognised Service Associations.

<b>66. SERVICE WELFARE-II (SW-II) :-</b>	
A.S.O-I:-	1). Arrangements for Convening of AP Civil Services Joint Staff Council (State level) Meeting and instructions relating to the Departmental Joint Staff Council and district Joint Staff Councils. 2). Settlement of Demands relating to recognized service associations i.e providing house sites and Medical Insurance Scheme to the govt. employees etc. and other demands 3). Defferent Clarifications on the employees welfare 4). Nomination of Local Bodies to the State E.W.F every year 5). Settlement of Demands of Joint Action committee of Employees, Teachers and workers, AP. 6). Sanction of Grants-in-aid / Financial aid to the service associations.
A.S.O-II:-	1). Matters relating to selection of players by SAAP and sponsoring of teams to the All India Civil Services Tournaments (Settlement of Accounts etc); 2). Preparation of Budget estimates; supplementary estimates and budget related matters etc; 3). C& AG reports; PAC matters and Audit paras relating to the section and any other matter not referred to in the subject distribution.

<b>67. PAGB -I:-</b>	
A.S.O-I:-	1). Grievance petitions received from the public for the redressal of grievances pertaining to all the Departments of Secretariat and from Government of India and District Collectors etc. are forwarded to the concerned Departments, for taking necessary action under intimation to the petitioner and to this Departments. <b>(ENERGY, EFS&amp;T.GAD.HOUSING, HM&amp;FW, I&amp;C, LAW, LET&amp;F, MW, WDCW &amp; DW and YAT &amp; C Departments)</b> 2). Review of Monthly Reports of the Dist. Collectors on the Disposal of public grievance petitions.
A.S.O – II :-	1). Grievance petitions received from the public for the redressal of grievances pertaining to all the Departments of Secretariat and from Govt. of India and District Collectors, etc. are forwarded to the concerned Departments for taking necessary action under intimation to the petitioner and to this Department. <b>Departments.</b> A&C, AH&F, CAF&C, BCW, Fin.(PW), Home, HE, I&CAD, MA&UD, PLANNING, PR&RD, SE, SW, and TR & B Departments. 2). Forwarding RTI Applications to the concerned.

<b>68. PAGB-II:-</b>	
A.S.O-I:-	<u>Attached of Chief Minister's Office in 1983.</u> Entering of General Petitions in the systems and forwarding them

& A.S.O-II	to the Administrative Departments, heads of the Departments and Sub-Ordinate Offices for taking further necessary action @ 60 to 80 per Day and dispatch the same.
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<b>69. POLL. B:-</b>	
A.S.O-I:-	Establishment of Non-ISF (Records) : Subjects concerned with Ex – Hyderabad Army cases, sanction of Compassionate Family Pensions and Establishment matters of the staff of Non – ISF (Records). Callantry Awards: Sanction of Cash Awards to the Military personnel and Territorial Army Medals to the Territorial Army Personnel: Admission to Class VIIIth at Rashtriya Indian Military College, Dehradun and Interviews will be conducted in Secretariat twice in a year. U.N. Day Celebrations, N.C.C day Celebrations etc., Coat of Arms-State, Flag Gode, Red / Blue lights on the Top of the vehicles of dignitaries.

<b>70. POLL. C:-</b>	
A.S.O-I:-	<ol style="list-style-type: none"> <li>1. Dealing with State Functions such as Republic day Celebrations, Independence Day Celebrations / A.P.Formation Day, iftar Dinner / High Tea etc.</li> <li>2. Festivals – children’s film festival, Nandi Awards etc.,</li> <li>3. Jayanthis and Vardhanthis of National and State Leaders.</li> <li>4. Funerals of State and National leaders / Defence Personner</li> <li>5. Obituary Notifications</li> <li>6. Swearing-in-Ceremony of Council of Ministers and allied matter.</li> <li>7. Swearing-in-Ceremony of Chief Justice / Lokayukta / State Chief Information Commissioner / State Dinners.</li> <li>8. Budget under 2070 – Other Administrative Services in connection with State Functions.</li> </ol>

<b>71. POLL.D:-</b>	
A.S.O-I:-	<ol style="list-style-type: none"> <li>1. Dealing with Tour Programmes (Indian / Aboard) Ministers and equivalent VIPs.</li> <li>2. Medical Reimbursement of Ministers</li> <li>3. Declaration of Cabinet Status to Chairmen,etc.</li> <li>4. Code of conduct for Ministers</li> <li>5. Petitions against Ministers, and</li> <li>6. Any other Miscellaneopus matters relating to ministers.</li> </ol>
A.S.O – II	<ol style="list-style-type: none"> <li>1. Sanction of one time grant for purchase of furniture and broken items to Ministers at their residences.</li> <li>2. Motor Car Advance, Laptop Computer Loan to Minister.</li> <li>3. Maintenance of Budget relating to Minister pool vehicles.</li> <li>4. Sanction of Conveyance Allowance to Ministers, and</li> <li>5. allotment of vehicles to Ministers and equivalent VIPs.</li> </ol>

<b>72. GH - I:-</b>	
A.S.O-I:-	<ol style="list-style-type: none"> <li>1). Establishment matters of the O/o Director, Department of Protocal, Hyderabad (Government House Department) and the Resident Commissioner, A.P. Bhavan, New Delhi.</li> <li>2). Issue of Adhoc Rules &amp; Amendments to the Special Rules governing the posts of the Department of Protocal and A.P.Bhavan, New Delhi.</li> <li>3). Administrative sanction to the Civil works etc., pertaining to the Department of Protocol and A.P.Bhavan, New Delhi.</li> <li>4). Budget of Department of Protocol and A.P.Bhavan, New Delhi</li> <li>5). Sale of Hyderabad House at Delhi.</li> <li>6). Other miscellaneous works with regard to Department of Protocol and A.P., Bhavan, New Delhi.</li> </ol>

<b>73. GH - II:-</b>	
A.S.O-I:-	Arrangements of Lunch, Dinners and Light refreshments for Govt. & Private organizations, at Manjeera Guest House / Lake View Guest House / Jubilee hall. Reservation of Jubilee Hall and Council Hall for Govt. and Private functions / meetings / facilitations etc., allotment of Transit quarters to the officials transferred to Hyderabad (at Kundan bagh). Providing of accommodation to the Ministers of GOI, Delgates, State Government Officials, Political Leaders, Private Guests in Lake View guest house, Dulkusha Guest

	House, Manjeera Guest House and Katriya De Royal Hotel and Misc.
A.S.O-II	Daily reservation of A.P Guest House at New Delhi to the Hon'ble Chief Minister/State Govt. Ministers/MOs/MLAs/MLCs/Dignitaries and Officials of State Government on duty.High Court Judge and other Judges/Judicial Officers/Accountant General/Vigilance Commissioner/Freedom Fighters/Students appearing for UPPSC interview/Ex. Chief Minister/Ex. Governors/Ex.MLAs/ Ex.MLCs/ Ex.MPs, other officials & private guests etc., providing of transit accommodation to the officers posted on deputation (GOI) at New Delhi. Allotment of Ambedkar Auditorium, allotment of Gurajada Conference hall, allotment of Kandukuri committee Hall, providing of foyer (in front of auditorium), providing of foyer ( in front of projector room) and providing of Lawns. All correspondence regarding A.P.Bhavan Canteen calling and finalization of Tenders and increase of Food items etc. Supply of refreshments to the official meetings and video conferences in "C" Block, etc.

74. Remote Interior Area Development (RIAD):	
Single ASO	<p>Implementation of the Remote and Interior Development Programme to co-ordinate the implementation of core socio-economic activities by various departments. This is a three year programme and is being implemented from 2006-2007 to improve socio-economic conditions of the people living in these areas by providing employment opportunities, improving connectivity etc., To tackle the state specific problem (Naxalite) the Government has formulated the programme under the tile RIAD to provide all weathered accessibility in the state with 12<sup>th</sup> Finance commission funds in 18 districts.</p> <p><b>12<sup>th</sup> Finance Commission:</b></p> <p>Under plan grant Up gradation of roads (RIAD), on amount of Rs.175 crores has been allocated for 4 years @ Rs.43.75 crores in each year commencing from 2006-2007.</p>

75. అధికార భాష విభాగం - 1:	
సహాయవిభాగాధికారి - 1	<p>ఈ విభాగంలో కేవలం ఒక సహాయ విభాగాధికారి మాత్రమే ఉన్నారు .</p> <p>విభాగ విషయము 1966 అధికార భాషా చట్ట నిర్ణయాలు, అధికార భాషా చట్టం 1966 లో పొందుపరిచిన విధంగా ఉర్దూ,మరియు ఇతర అల్ప సంఖ్యాక వర్గాల భాషల ఉపయోగం మరియు రెండవ అధికార భాషగా ఉర్దూ అమలుకు సంబంధించిన విషయాలు, అధికార భాషా సంఘం నియామకం, అధ్యక్షులకు హోదా , సభ్యులకు కల్పించే సదుపాయాలకు సంబంధించిన ఉత్తర్వులు, ప్రభుత్వ ప్రభుత్వాధీన సంస్థల లోని తెలుగురాని అధికారులకు, ఉద్యోగులకు తెలుగు వ్రాయడం చదవడంలో శిక్షణ తెలుగు, ఓపెన్ సాఫ్ట్ వేర్ కంప్యూటర్లో శిక్షణ తెలుగు భాషా పరీక్షలో ఉత్తీర్ణత మినహాయింపు వ్యవహారాలు ఆంధ్రప్రదేశ్ పబ్లిక్ సర్వీసు కమీషన్ మరియు ఇతర రిక్రూటింగ్ ఏజెన్సీలన్ని నియామకాలలో తెలుగు మాధ్యమంగా చదివిన అభ్యర్థులకు రాయితీల పరిశీలన ఉత్తర్వులు, తనిఖీ అధికారుల నియామకం మరియు వారికి టి.ఎ చెల్లింపులు, తెలుగు అమలుకు సంబంధించిన</p>

	<p>ఎలక్ట్రానిక్ పరికరాల పరిశీలన ఆమోదం, శాసన సభకు సంబంధించిన ప్రశ్నలు ఎల్.ఎ.క్యూ మొ.వి), అధికార భాషా సంఘంనకు సంబంధించిన మరియు ఇతర విధాన నిర్ణయాలు, తెలుగు భాషకు కేంద్ర ప్రభుత్వముచే క్లాసికల్ లాంగ్వేజ్ గా గుర్తింప చేయుటకై చర్యలు, టాస్క్ ఫోర్స్ కమిటీ నియామకం మరియు సమావేశాల నిర్వహణ, జాతీయ భాషగా హిందీ అమలుకు సంబంధించి పార్లమెంటు కమిటీ వ్యవహారాలు, కేంద్ర ప్రభుత్వం మరియు ఇతర రాష్ట్రాలతో సంప్రదింపులు, కోర్టు కేసులు, సి.ఎం .పి .లు, మొదలగునవి.</p>
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## 76. అధికార భాష విభాగం - 2

<p>సహాయ విభాగాధికారి - 1</p>	<p>1.అధికార భాషా సంఘం అధ్యక్షుల వారికి మరియు నలుగురు సభ్యులకు జీతభత్యాలు, బిల్లులు, ప్రయాణభత్యం, దినసరిభత్యం, చెల్లింపు ఉత్తర్వుల జారీ</p> <p>2.అధికార భాషా సంఘ సభ్యులకు రాష్ట్ర, రాష్ట్రేతర, జిల్లా పర్యటనలు. 3.ప్రతినెల జరిగే అధికార భాషా సంఘం సమావేశాల ఏర్పాట్లకు సంబంధించిన ఉత్తర్వులు, సంఘ సభ్యుల ప్రయాణభత్యం, హాజరీ పారితోషికాల ఉత్తర్వులు జారీ . 4.ప్రభుత్వ కార్యాలయాలలో ప్రభుత్వేతర సంస్థలలో విశ్వవిద్యాలయాలలో ప్రభుత్వ, ప్రభుత్వేతర కళాశాలలలోను, సాంకేతిక, వృత్తి విద్యాలయాలలో తెలుగు అమలు చర్యలు 5. అన్ని శాఖాధిపతుల కార్యాలయాల మాసప్రగతి నివేదికల పరిశీలన, నిర్ణయాలు, తగిన ఉత్తర్వులు జారీ .</p> <p>6. అధికార భాషా సంఘానికి కేటాయించిన బడ్జెట్కు సంబంధించిన అన్ని కార్యకలాపాల పరిశీలన ఉత్తర్వులు.</p> <p>7 .రాష్ట్రంలో ఇతర రాష్ట్రములలో తెలుగు వికాసం పేరిట భాషోత్సవాల నిర్వహణ ఎ.సి.బిల్లులపై డ్రా చేసిన ఖర్చుకు డి.సి.బిల్లులు సమర్పించుటకు సంబంధించిన ఉత్తర్వులు.</p>
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<p>సహాయ విభాగాధికారి - 2</p>	<p>1.మంత్రులతో, శాఖాధిపతులతో సమావేశాలు ఏర్పాట్లు, నిర్ణయాలు పరిశీలన, వాటి అమలుకు సంబంధించిన ఉత్తర్వులు. 2.శాఖాధిపతుల కార్యాలయాలలోను, ప్రభుత్వ ప్రభుత్వాదీన సంస్థలలోను న్యాయస్థానాలలో అధికార భాషగా తెలుగు అమలు పరిశీలన - నిర్ణయాలు, ప్రతినెలా జరిగే అధికార భాషా సంఘ సభ్యుల సమావేశాలకు సంబంధించిన ఏర్పాట్లు చేయుట గురించి.</p>
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	<p>3.తనిఖీ అధికారులు ముగ్గురికి అన్ని శాఖాధిపతుల కార్యాలయాలకు తనిఖీకు వెళ్ళుటకు ఉత్తర్వులు. తనిఖీ అధికారులు తనిఖీ నివేదికను సమీక్షించి శాఖాధిపతుల కార్యాలయాలకు ఆదేశాలిచ్చుట . శాఖాధిపతుల కార్యాలయాలకు ఇచ్చిన ఆదేశాలు సరిగా అమలు జరుగుట గురించి పరిశీలించుట</p>
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77. అధికార భాష విభాగం - 3	
<p>సహాయ విభాగాధికారి - 1</p>	<p>సచివాలయ స్థాయిలోను, జిల్లా స్థాయిలోను (ఆంధ్ర) అధికార భాషగా తెలుగు అమలు పరిశీలన నిర్ణయాలు సచివాలయ స్థాయిలోను, జిల్లా స్థాయిలోను నివేదికలు పరిశీలన ఉత్తర్వుల జారీ శాఖాపరమైన, పరిపాలన పరమైన పదకోశాలు తయారీ దాని ముద్రణ, సరఫరా ఏర్పాట్లు పాలనా భాష మాస పత్రిక ముద్రణ, వాటిని జిల్లా స్థాయి నుండి మండల స్థాయి వరకు పంపిణీ, వాటి బిల్లులు చెల్లింపులు నిఘంటువులు ముద్రించటము, వాటి కాపీలు సరఫరా చేయుడం, వాటికి సంబంధించిన బిల్లులు చెల్లింపు ఉత్తర్వులు భాండాగార నిర్వహణ.</p>
<p>సహాయ విభాగాధికారి - 2</p>	<p>23 జిల్లాలకు సంబంధించిన జిల్లా సమీక్షా సంఘాలు ఎర్పాటు చేయడం, వాటి తీర్మానాలు పరిశీలన సూచనలు, సమీక్షా సంఘాల సభ్యుల సిట్టింగ్ ఫీజులు వగైరాలకు సంబంధించిన బడ్జెట్ వ్యవహారాలు, 23 జిల్లాలకు సంబంధించిన మిస్టేనియన్ కరెంటుపై పరిశీలన. జిల్లాలలో -తెలంగాణా, రాయలసీమ తెలుగు అభివృద్ధి సూచనలు, చట్టాలు, ఆక్టులు తెలుగులో అనువాదాలు చేయడం కొరకు అనువాదకులను నియమించడము సరఫరా బిల్లులు చెల్లించడం రాష్ట్రంలో తెలుగు అమలు అభివృద్ధి విషయంలో తెలుగులో హోర్డింగు నామ ఫలకాలు పెట్టుట వాటి పరిశీలన ఉత్తర్వులు, అధికార భాషా విభాగంలోని అధికారుకు సంబంధించిన విషయాలు మరియు బిల్లుల చెల్లింపులు.</p>

**Budget Allotted to Each Agency including Plans etc.  
(Section 4 (1)(b)(xi))**

Head of Account	Budget allotted for 2010-2011	
1	2	
2013 : Council of Ministers MH 101 :Salary of Ministers and Dy.Ministers SH (04) : Salary of Ministers and Dy.Ministers	4,78,90,000	
2013 : Council of Ministers MH 108 : Tour Expenses SH (04) : Tour Expenses	3,35,00,000	
2013 : Council of Ministers MH 800 : Other Expenditure SH (04) :Other Expenditure	4,93,00,000	
<b>Total of 2013</b>	<b>13,06,90,000</b>	
2052 : Secretariat General services MH 090 : Secretariat SH 04 : GAD		
010 Salaries	22,46,47,00	
110/111 DTA/TA		
130/131 SPT & TC	18,00,000	
130/132 Office Expenses	80,00,000	
130/133 Water & Electricity Charges	2,26,25,00	
130/134 Hiring of Private Vehicles	0	
140 RRJ	5,80,00,00	
160 Publications	0	
200 Other Administrative Expenses	10,00,000	
240 P.O.L.	1,86,000	
270/272 Maintenance	2,00,000	
280/281 Pleaders Fee	1,00,00,00	
280/284 Other Payments	0	
300Contractual Services	44,08,000	
310/312 Other Grants in Aids	1,10,000	
500/503 Other Expenses	10,00,000	
510 Motor Vehicles	30,00,000	34,78,40,00
	1,05,36,00	
MH090 : Secretariat	0	
SH (05) - Personal Staff attached to Ministers	1,00,000 2,24,000 20,04,000	6,74,60,00 0
MH090 : Secretariat SH(12): Assistance to A.P.Sectt Ser.Assn. for Sports & Games	----- -----	33,91,000
MH090 : Secretariat SH(13): Assistance to Service Associations		1,00,00,00 0
MH090 : Secretariat SH (14) N.R.I.Cell		1,00,00,00 0
<b>Total of MH 090</b>	<b>43,86,91,000</b>	
2052: Secretariat General Services MH 092: Other Offices SH (10) : Andhra Pradesh Adhikara Basha Sangam	<b>81,11,000</b>	



2059 Public Works 01 Office Buildings MH 053 Maintenance and Repairs SH (10) : Buildings of General Administration Department	<b>5,11,50,000</b>
2070 : Other Admn.Services MH 800 : Other Expenditure SH(04) : Reimbursement to RTC on account of Bus Passes at concessional rates to Govt. Servants.  MH 800 : Other Expenditure S.H(05)-Charges in connection with State functions  MH 800 : Other Expenditure SH(08)Non I.S.F.Records office  MH 800 : Other Expenditure S.H (15)-cash awards to territorial Army Personal  MH 800 : Other Expenditure SH(16) Monitory Assistance to the recipients to Gallantary awards  MH 800 : Other Expenditure SH (17) NRI study Group	17,45,57,000  2,22,38,000   1,29,000  78,000  10,00,000  5,00,000
<b>Total 2070</b>	<b>19,85,02,000</b>
2235 : Social Security & Welfare 60 : Other Social Security and Welfare Programmes MH200 : Other Programmes SH(04) : Relief to affected persons on account of Public Disturbances  MH200 : Other Programmes SH (11) Other Ex-gratia Relief	27,58,000  1,89,27,000
<b>Total 2235</b>	<b>2,16,85,000</b>
2251 : Sectt.Social Services MH 090: Secretariat SH(05) : Personal staff attached to Ministers.	<b>2,50,70,000</b>
3451 : Sectt. Economic Ser. MH090 : Sectt. SH (08) : Personal Staff attached to Ministers.	<b>3,53,95,000</b>
2015 : Elections MH 102: Electoral Office SH (01): Headquarters Office  MH 102: Electoral Office SH(03) : District Offices	1,89,72,000  10,46,60,000
<b>Total of MH 102</b>	<b>12,36,32,000</b>
MH 103: Preparation and Printing of Electoral Rolls SH(04):Assembly and Parliamentary Constituencies  MH 103: Preparation and Printing of Electoral Rolls	15,63,24,000  ---  1,000

SH(06) : Photo Identity Cards to Elections	
MH 103: Preparation and Printing of Electoral Rolls	
SH(07) : Legislative Council	
<b>Total of MH 103</b>	<b>15,63,25,000</b>
MH 104: Charges for conduct of elections for Lok Sabha and State Legislative Assemblies when held simultaneously	
SH (04): Conduct of elections to Lok Sabha and State Assembly	<b>9,61,000</b>
MH 105: Charges for conduct of elections to Parliament	<b>10,000</b>
SH (04) : Loksabha	
MH 106: Charges for conduct of elections to State Legislature	12,000
SH (04)Legislative Assembly	
MH 106: Charges for conduct of elections to State Legislature	12,000
SH(05)Legislative Council	
<b>Total of MH 106</b>	<b>24,000</b>
MH 108 : Issue of Photo Identity Cards to Voters	<b>18,16,91,000</b>
SH(04):Photo Identity Cards to Voters	
<b>Total of 2015</b>	<b>46,26,43,000</b>

**Details in respect of the information available to or held by it,  
reduced in an electronic form;  
(Section 4 (1)(b) (xiv))**

The G.Os. issued by this Department can be accessed through website  
<http://www.aponline.gov.in>

**The particulars of facilities available to citizens for obtaining  
information, including the working hours of a library or reading  
room, if maintained for public use.  
(Section 4 (1)(b)(xv))**

1. The department's functions are: - The business transacted by the Department is as specified in the Ist Schedule under Rule 4 of A.P. Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the Constitution of India by the Governor of A.P.

2. The service delivery time frame for the service rendered by the G.A.Deptt., is given below:-

**i) CITIZEN RELATED:**

**G.A.(NRI)DEPARTMENT:-**

Authentication of Educational Certificates and Attestation of Marriage, Death and Birth Certificates		3 working days
Through Thatkal		Same day
Other than routine	Death cases addressed to respective Embassies under	3 working days

matters	intimation to the applicant	
	Accident cases/Deportation/ repatriation Ex-gratia sanctioned to applicants Repatriation of illegal migrants	10 days

No library or reading room is maintained in Secretariat premises for public use.

R.M.GONELA  
PRL.SECRETARY TO  
GOVERNMENT(POLL.)

//FORWARDED::BY ORDER//

SECTION